



PLANNING COMMISSION

MINUTES OF THE MEETING - **CORRECTED**

MEETING SUMMARY

Thursday, May 5, 2016

City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Larry Crandall

Nancy Anderson

Eric Brooks

Frank Blau

Philip Cherian

ABSENT: Shanna Collins, Brian Garvey

CALL TO ORDER

Chair Blau (*corrected from Vice-Chair Collins*) called the Sammamish Planning Commission meeting to order at 6:33 pm.

APPROVAL OF AGENDA AS DISCUSSED: Approved 5:0:

APPROVAL OF MINUTES: 04/07/2016: Approved 4:1

STAFF PRESENT

Evan Maxim, Senior Planner

Cheryl Paston, Public Works Deputy Director

Mike Sugg, Management Analyst

Tawni Dalziel, Senior Storm Water Engineer

Debbie Beadle, Community Development

A reminder was given to the Planning Commission regarding the June 7th Joint CC/PC meeting which commences at 5:00pm.

PUBLIC COMMENT: (3 Mins)

Mary Wictor (*spelling corrected*), 408 228th Avenue NE, Sammamish, WA

NEW BUSINESS

Procedural Code Amendments

Evan Maxim, Senior Planner gave the following informational presentation to the Commission as follows: -

Scope of Work

Identified code amendments - topics:

1. Neighborhood Meetings
2. Pre-Application Meetings
3. Land Use Application Review & Timing
4. Vested Rights

1. Neighborhood Meetings

What:

- An applicant must hold a neighborhood meeting prior to submitting an application for a subdivision, short subdivision or conditional use permit.
- Allows chance for neighborhood input prior to submittal.

Issues:

No requirement that meetings take place in City limits.

- Possible Solution: Require meetings within City limits.

Short noticing period (10 days).

- Possible Solution: Increase noticing period to 21 days.

Issues:

No time limit between the meeting & application submittal.

- Possible Solution: Applications be submitted within 180 days of the meeting.

Meeting materials should be the same as the application

- Possible Solution: Add provision.

Issues:

Developer / Applicant does not attend meeting

- Possible Solution: Require that developer / applicant attend meeting.

2. Pre-application Meetings

What:

- Review and discuss the application requirements with the applicant and provide comments on the development proposal
- Intent is to reduce the number of project reviews a project requires prior to land use decision

Issues:

Not required for single family homes on sites with environmentally critical areas

- Possible Solution: Require some single family homes have pre-application meetings

Issues:

Unclear and conflicting language related to “shelf life” of pre-application meetings

- Possible Solution: Clarify language

Don't distinguish between feasibility and project pre-application meetings

- Possible Solution: Provide a distinction

3. Land Use Application Review & Timing

What:

- 120-day clock for City review of all permits and approvals
- Shorter review periods for certain types of permits (e.g. residential building permits are 90 days).
- Each type of permit has a “shelf life” (e.g. CUP expire after 4 years).
- Insufficient tools to ensure efficient review and decision

Issues:

No criteria for cancellation of “old” land use applications

- Possible Solution: Develop criteria for cancellation

Unspecific criteria for establishing deadlines in application response

- Possible Solution: Application canceled if unresponsive for 90 days. Allow some flexibility for unusual circumstances

Issues:

The “shelf life” for land use applications may be too long

- Possible Solution: Review and shorten shelf life in some cases

No specified “shelf life” for some clearing / grading activity

- Possible Solution: Develop permit expiration as needed

Issues:

No barrier to early application for permits / land use approvals

- Possible Solution: Develop appropriate criteria for submittal (e.g. stormwater inspection approval prior to final plat)

5. Vested rights

What:

- Generally, all land use applications are considered under the zoning and land use controls in effect on the date of complete application
- Allows for projects to be vested to land use regulations for 9+ years in some circumstances
- Required for building permits, subdivisions, developer agreements

Next Steps

- April 19: Introduction of draft code amendments
- Questions?

OLDBUSINESS

Storm water Updates - Work Session

Tawni Dalziel, Senior Storm Water Engineer gave the following presentation to the Commission as follows: -

Stormwater Comprehensive Plan

Proposed Schedule:

- Planning Commission April 7, May 5, and May 19, 2016
- Proposed PC Handoff to City Council June 7, 2016
- City Council June 7, June 21, and July 5, 2016
- Proposed Adoption July 19, 2016

Stormwater Manual

Proposed Schedule:

- Planning Commission June 16, July 7, and July 21, 2016
- Proposed PC Handoff to City Council September 2016
- City Council September and October 2016
- Proposed Adoption by December 31, 2016

Lid Code Update

Proposed Schedule:

- Planning Commission Sept 1, Sept 15, and Oct 6, 2016
- Proposed PC Handoff to City Council October 2016
- City Council October and November 2016
- Proposed Adoption by December 31, 2016

Plan contents

Section 1 Introduction and Goals

Section 2 Regulatory Framework

Section 3 Natural Resources and Existing Infrastructure

Section 4 Existing Program

Section 5 Anticipated Future Conditions

Section 6 Recommendations Moving Forward

Section 7 Policies

Section 8 References

SMC 13.25 Surface Water Management Program

Established City's surface water program to:

- Promote public health, safety and welfare by taking a comprehensive approach to managing surface and stormwater
- Conduct basin planning, land use regulation, construct facilities, perform maintenance, education and stormwater services
- Give priority to natural methods to protect or enhance the drainage system over constructed systems
- Create a financing mechanism

Goals

- Policies – 16 Programs & Strategies – Levels of Service
- Compliment City Comprehensive Plan update
- Be in alignment with changing stormwater, development, and critical areas regulations
- Framework for Future Levels of Service, Programs, Strategies, Projects, and Policies

Policies

SMC 13.25.040

(1, 2, 10, 11, 12, 13, 14, 15, 16, 17) – included

(3, 4, 5, 6, 7, 8, 9, 18) – not included

Policy 1

Coordinate surface and stormwater management services with neighboring jurisdictions

- King County
- City of Issaquah
- Sammamish Plateau & Water
- City of Redmond
- North East Sammamish Plateau & Water

Policy 2

Promote surface and stormwater education and outreach – Picture Slide

Policy 3

Develop surface water rates and charges based on present and future revenue needs – Picture Slide

Policy 4

Use basin planning as a comprehensive approach to surface water management

Policy 5

Promote city-wide compliance with surface and stormwater regulations

- NNPDES
- Department of Ecology

Policy 6

Manage surface and stormwater to promote the recovery of threatened salmon and lake Sammamish kokanee

Policy 7

Manage surface and stormwater comprehensively to address problems related to development

Policy 8

Revise and update regulations and development standards to protect the surface and stormwater management system and natural resources as new research becomes available that indicates better methods

Policy 9

Surface and stormwater program capital and operating expenditures will be covered by service charges and other revenues generated or garnered by the program

408 – Surface Water Management Fund

438 – Surface Water Capital Projects Fund

Policy 10

Prepare a multiyear CIP that encompasses all of the program's activities related to acquisition, construction, replacement, or renovation of capital facilities or equipment or special projects

Stormwater management comprehensive plan Policies

- Questions
- Comments
- Additional Policies
- Discussion

S-1 Support kokanee work group

Provide support in efforts to improve habitat and fish passage for kokanee salmon

- Related policies: P1, P2, P6, P7, P10
- Planning Level Cost Estimate: \$10,000 per year
- Schedule: Ongoing

S-2 Regional coordination

Continue participation in regional forums to promote best practices and research on salmon recovery, water quality, habitat improvement, cross-watershed interests

- Related policies: P1, P6
- Planning Level Cost Estimate: \$10,000 per year
- Schedule: Ongoing

S-3 Update stormwater webpage

Keep information current on LID codes, revised drainage standards and Surface Water Design manual

- Related policies: P1, P2, P5, P6, P7
- Planning Level Cost Estimate: \$10,000 one-time cost
- Schedule: 2016

S-4 Create Low impact development and stormwater educational material

Continue education and outreach focused on LID, habitat protection and improving water quality

- Related policies: P1, P2, P5, P7
- Planning Level Cost Estimate: \$15,000 one-time cost
- Schedule: 2017

S-5 Beaver management strategy Develop strategies to minimize impacts of beavers on public safety and property protection

- Related policies: P1, P4, P5, P7, P8, P10
- Planning Level Cost Estimate: \$15,000, one-time cost
- Schedule: 2017-2018

S-6 Develop stormwater asset management program

Use Asset Management data to improve maintenance and operational efficiency and cost effectiveness

- Related policies: P3, P7, P9, P10
- Planning Level Cost Estimate: \$25,000
- Schedule: 2017-2018

S-7 Education and outreach (LID, stormwater)

Provide education and outreach consistent with the NPDES permit requirements targeting K-12.

- Related policies: P1, P2, P5, P6, P7
- Planning Level Cost Estimate: \$30,000 per year
- Schedule: ongoing

S-8 Pursue grants

Actively pursue grants to help fund priority stormwater management needs

- Related policies: P1, P2, P6, P7, P9, P10
- Planning Level Cost Estimate: \$30,000 per year
- Schedule: ongoing
-

S-9 Groundwater seepage strategy

Develop approach to assess and manage groundwater on publically owned property

- Related policies: P4, P7, P8, P10
- Planning Level Cost Estimate: \$40,000

- Schedule: 2019-2020

S-10 Adopt new surface water design manual and revise city standards

Update City's Stormwater Design Manual to be in compliance with Ecology's requirements

- Related policies: P5, P8
- Planning Level Cost Estimate: \$45,000
- Schedule: 2016

S-11 Conduct city-wide development code review and revision for lid

Assess and revise City's current codes and to make LID the preferred option for managing stormwater

- Related policies: P5, P8
- Planning Level Cost Estimate: \$50,000
- Schedule: 2016

S-12 Develop city-wide stormwater retrofit strategy

Create plan to prioritize and retrofit existing stormwater facilities to improve functionality and aesthetics

- Related policies: P2, P4, P5, P6, P7, P10
- Planning Level Cost Estimate: \$50,000
- Schedule: 2017-2018

S-13 Develop enforcement policy for commercial properties

Strengthen City's ability to enforce proper maintenance of privately owned stormwater facilities

- Related policies: P2, P4, P5, P7, P9, P10
- Planning Level Cost Estimate: \$50,000
- Schedule: 2017-2018

S-14 Map and prioritize culverts for repair and replacement

Inventory, assess and prioritize culverts for replacement to enhance fish passage

- Related policies: P1, P4, P5, P6, P7, P10
- Planning Level Cost Estimate: \$54,000
- Schedule: 2019-2020

S-15 Basin Planning

Complete basin plans (10 total)

- Related policies: P1, P4, P5, P6, P7, P10
- Planning Level Cost Estimate: \$50,000-\$250,000/basin
- Schedule: 2017-2018, two basins (Zackuse and Laughing Jacobs)

S-16 Property acquisition fund

Establish fund to purchase properties in strategic locations for priority stormwater management or transportation projects (e.g. habitat improvement, flow control, water quality treatment)

- Related policies: P4, P6, P7, P10
- Planning Level Cost Estimate: \$250,000 to \$1,000,000 Schedule: TBD

S-17 NEW water quality Monitoring

Establish fund to continue water quality monitoring programs.

- Related policies: P4, P6, P7, P8
- Planning Level Cost Estimate: \$100,000 per year
- Schedule: ongoing

Stormwater management comprehensive plan programs and strategies

- Questions
- Comments
- Additional Programs and Strategies
- Discussion

Questions?

The commission commenced with questions direct to staff following the presentation.

Public Comment – Agenda (7 Minutes)

Sharon Steinbis – (Handout submitted on Sammamish Stormwater Pond Pollinator Garden Challenge – A Blueprint)

Mary Wictor, 408 228th Avenue NE, Sammamish.

Jeffrey Weems, 941 206th PL NE., Sammamish. (Powerpoint Presentation submitted representing two citizens – 5 Slides)

Gary Tobiason, 110 228th Ave NE, Sammamish, WA

Katherine Low, 20502 NE 43rd Sammamish, WA

Motion to Adjourn

Meeting adjourned at 8:58pm

Chair: Frank Blau

PC Coordinator: Debbie Beadle

(Video Audio record 05/05/2016)

Roberts Rules of Order applies: [RONR (10TH ed.), p. 451, 1. 25-28]